



POSITION: Research Assistant – JRJ Chair
DEPARTMENT: James R. Johnston Chair, Black Canadian Studies
LOCATION: Hybrid – based in Nova Scotia
REPORTS TO: Dr. OmiSoore Dryden
CLASSIFICATION: Grant Paid

PURPOSE AND SCOPE:

The goal of the James R. Johnston Chair in Black Canadian Studies (JRJ Chair) is to develop and advance the field of Black studies in Canada, while also fostering the understanding of the diversity of Blackness through research to produce significant scholarship, national networks, and teaching and to build bridges and connections between academia and African Nova Scotian communities.

The Research Assistant (RA) will report to the James R. Johnston Chair in Black Canadian Studies. The RA provides a wide range of support to the research team. This includes drafting documents for the Research Ethics Board, literature review, and project workshop, as well as end-of-project knowledge translation materials. The RA will be deeply involved in the data analysis. The RA operates with an exceptional level of professionalism, confidentiality, efficiency, accuracy, and knowledge of priorities and risks, and will support overall project success factors and accountability. Highly self-sufficient and independent, the RA must exercise sound judgement, prioritization, and decision-making skills.

DURATION OF CONTRACT: 1 year

EMPLOYMENT TYPE: Part time, 10 hours/week

PAY RATE: \$22-23/hour

KEY RESPONSIBILITIES:

- Assist in writing documents for Research Ethics Board and analyzing data in a timely manner.
- Lead literature review, including collecting relevant documents.
- Assist with data collection and analysis, including organizing and interpreting data and conducting literature searches.
- Maintain the project and program standards and procedures for research projects and strategic initiatives.
- Support logistics of project and program activities and events.
- Attend meetings and provide updates on assigned activities.



- Liaise with various stakeholders, including research staff and potential project partner organizations, as needed.
- Follow a Work Plan to guide project and program activities and work with the team and partners to ensure all program deliverables are completed and milestones are met; organize, communicate, and report on team objectives and progress of project.
- Communicate with community members and/or participants; develop and maintain good community engagement and relationship-building.
- Maintains project records.
- Assist in the preparation of reports, manuscripts, workshops, presentations, marketing and promotional materials, and other knowledge translation products.
- Performs other tasks and provides research support as directed.

JOB SPECIFICATIONS:

Education:

- Undergraduate degree in health, health policy, public health, Black Studies, or social sciences.
- Currently enrolled in graduate studies in related area of study.

Experience:

- Direct and/or lived experience with African Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black communities.
- Experience with the practice and understanding of equity, diversity, inclusion, anti-racism, anti-colonialism, anti-discrimination and other related issues at a systems level, including their intersectionality with other social determinants of health is required.
- Proven experience of community engagement/volunteer work is strongly preferred.
- Experience providing project, research and/or program support with proven research and analytical skills.
- Experience with NVivo and SPSS or SAS is an asset.
- Excellent time management and communication skills are required.
- Proven expertise/experience in Critical Race Theory, policy research, and research methods is an asset.
- Strong interpersonal and communication skills are required, fluency in a second language considered an asset.
- Advanced knowledge of Microsoft Office 365 (Word, Excel, PowerPoint, Access, MS Project) is required.

Core and Leadership Competencies Required:

- Adaptability
- Anti-Racism and Equity
- Communication
- Integrity
- Relationship Building



- Respect and Inclusion

External:

The Research Coordinator maintains respectful and positive relationships with a diverse group of community members and/or organizations as well as contacts in other regional and national institutions including universities, government, private sector organizations, and professional associations.

To apply:

Please submit the following to JRJadmin@dal.ca with the subject line **Research Assistant Application JRJ – YOUR NAME**

- Resume or CV
- Cover letter

To be considered for this position, individuals must self-identify as African Nova Scotian, Black Nova Scotian, Afro-Indigenous, African, Caribbean, and/or Black and clearly state this in their application.